



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

**#T2363 PROCUREMENT SPECIALIST
SALARY: \$3722 to \$4508, Monthly**

**#T2364 SENIOR PROCUREMENT SPECIALIST
SALARY: \$4087 to \$4947, Monthly**

APPLY: **FIRST DATE:** October 25, 2002

LAST DATE: Open

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply once during this application period.

***NOTE:** These positions receive \$5575 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.

***REQUIREMENTS:** For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester / 180 quarter). Proof of degree awarded or college units completed must be submitted with your application. Additional qualifying PROFESSIONAL level experience, as listed below, may be substituted for each year of education lacked on a year-for-year basis.

-AND-

EXPERIENCE:

PROCUREMENT SPECIALIST: One year of full-time professional journey-level experience in purchasing a wide variety of governmental and industrial equipment, materials, commodities, and services which must include ALL of the following: Performing market analyses of commodities; developing specifications for material purchases and services; issuing and evaluating responses of Requests for Information (RFIs), Requests for Proposals (RFPs), and Requests for Bids (RFBs); making recommendations for award of contracts, and resolving disputes and protests.

SENIOR PROCUREMENT SPECIALIST: Two years of full-time professional journey-level experience in purchasing a wide variety of governmental and industrial equipment, materials, commodities, and services which must include ALL of the following: Performing market analyses of commodities; developing specifications for material purchases and services; issuing and evaluating responses of Requests for Information (RFIs), Requests for Proposals (RFPs), and Requests for Bids (RFBs); and making recommendations for award of contracts, and resolving disputes and protests.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Supervisory experience over a professional buying staff.
2. A valid Purchasing Manager's Certification issued by the Institute for Supply Management. **(Proof of certificate must be attached to your application.)**
3. Experience using a computerized procurement system.
4. Purchasing experience with a public agency (e.g. City, County, State or Federal).

NOTE: Retail buying and material supply (e.g. Stock Clerk, Storekeeping,) experience is NOT qualifying.

#T2363 PROCUREMENT SPECIALIST

#T2364 SENIOR PROCUREMENT SPECIALIST

Page 2 of 2

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

DUTIES:

PROCUREMENT SPECIALISTS are responsible for procuring a wide variety of supplies, material, equipment, and services for use by the City's operating departments. Duties include preparing and/or reviewing bid specifications; soliciting formal bids; interviewing vendors; researching new products and identifying potential vendors; reaching out to small and emerging businesses; resolving award protests and other purchasing issues including interacting with City management staff in resolving vendor performance; researching and developing new procurement methodologies and procedures; conducting training programs for customers/users; and preparing correspondence and reports.

SENIOR PROCUREMENT SPECIALISTS may serve as first level supervisors over a professional buying staff. Duties include directing and reviewing the work of Procurement Specialists; developing and administering training for procurement staff, department users, and vendors; resolving award protests and contract disputes; working with City staff on procurement issues; researching and recommending new and/or revised procurement methods and procedures; and preparing correspondence and reports.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of an evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only the applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/October 25, 2002/*Rev. 6 (07-09-04)/Class 1282;1850

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER